

Paying Fees

1. Login to the Portal at <https://permits.roundrocktexas.gov/> if you aren't already.
2. From My Dashboard, click **My Fees** to open the list of fees associated with your applications. Click the **blue credit card icon** to open the fees for the application you want to pay for.

My Dashboard

My Applications | **My Fees** | My Inspection Requests

My Fees

The table below contains a list of all of your permits that have fees that are due. To view an itemized breakdown of the fee total, click the icon.

Show 10 entries

App Number	Amount Due	Project Name	Permit Type	Permit Sub-Type	Location	Actions
COM23-00043	\$2519.61	plladmin	Commercial Building	Commercial Building New	221 E MAIN ST RR TX 78664 UNIT A	
COM23-00042	\$2053.64	plladmin	Commercial Building	Commercial Building New	221 E MAIN ST RR TX 78664 UNIT A	
MFE23-00022	\$150.00		Mobile Food Establishment	Mobile Food Establishment - Long Term		
MFE23-00021	\$25.00		Mobile Food Establishment	Mobile Food Establishment - Short Term		
MFE23-00020	\$25.00		Mobile Food Establishment	Mobile Food Establishment - Short Term		
MFE23-00019	\$25.00		Mobile Food Establishment	Mobile Food Establishment - Short Term		
MFE23-00016	\$25.00		Mobile Food Establishment	Mobile Food Establishment - Short Term		
MFE23-00015	\$25.00		Mobile Food Establishment	Mobile Food Establishment - Short Term		
AF23-000010	\$50.00		Filming Permit			
AF23-000009	\$1950.00		Filming Permit			

Showing 1 to 10 of 115 entries

3. The **Pay Fees** window appears, and you have the option to either pay with a card or with a bank account. Click the method of payment you want to use and enter the payment information. Click **Pay** to submit the payment.

Select Payment Type | Submit Payment

Payment For: COM25-00

Credit / Debit Card

The following credit cards are supported: Visa, MasterCard

A 3% convenience fee will be applied to fees that are \$1,000.00 or more.

eCheck

Pay directly from your bank account.

Transactions exceeding \$50,000 are not currently accepted online. For more assistance, visit our [help page](#).

Previous | Close | Next

Pay Fees - COM23-00043

Credit Card Bank Account (USA only)

Card Number *

Exp. Date * Card Code

Billing Address

First Name * Last Name *

Billing country *
USA Zip *

Street Address * City *

State * Phone Number

Email *

Close

4. You will receive a popup confirming that the payment went through with the relevant payment details.

Pay Fees - BP23-000001

Thank you for your payment



Please see your payment details below.

Application Number: BP23-000001
Payment Amount: \$50.00
Account Number: XXXX2260
Account Type: Visa
Reference Number: 60214643631

Close